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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 23 July 1957

FROM : Chief, Administrative Training Faculty

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SUBJECT: Weekly Report No. 30, 16 July - 23 July 1957

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1. [] met with Mr. Lynn Beyer, Deputy Chief, Requirements, FI Staff to review the Information Requests and Reports lecture and handout material which has been used in Operations Support. Mr. Beyer is bringing the sample handout up to date. Mr. Beyer will give the Information Requests and Reports presentation in Operations Support #27.

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2. [] talked with [] FI Staff, regarding information that they were anxious to have included in our lecture on Overseas Assignments. Most of the information discussed has been a part of the basic lecture for some time. However, the interview was most fruitful because it did confirm the material currently in use and supplied us with new examples as well as background information.

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3. [] visited the Cable Secretariat and was brought up to date on the latest procedure they are using for easy and rapid identification of cryptonyms and pseudonyms on cables going to the DCI and others on distribution. In addition, they are preparing for the DCI and those on distribution a synopsis of reference cables. They hope to extend this service to the receiver of all cables eventually.

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4. [] had an appointment with [] WE/DDP, to discuss background information for his tradecraft lectures.

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5. [] attended the lecture which Mr. Wisner gave at the []

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6. [] of WE Division were given tutorial training in Cable Procedures and Message Writing, Dispatch and Pouch, and Foreign Assignments at the request of the WE Training Officer.

7. [] is attending selected lectures at Intelligence Orientation for refresher purposes.

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Personnel Notes

[] are proud parents of a 6 pound 10 ounces baby girl born on Saturday, 20 July.

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